Wisconsin Dept. of Revenue Electronic Real Estate Transfer Return - eRETR

Web Access Management System (WAMS)

Obtaining a Wisconsin User ID for accessing the Electronic Wisconsin Real Estate Transfer Return - eRETR

Offices requiring a WAMS ID:

County: Register of Deeds, Treasurer, & Property Lister. These persons will be limited to the county they are in.

Dept. of Revenue: Central, District, Audit, IS& E, & LGS.   These persons will have access to all 72 counties.

Assessors.   These persons will have access to all 72 counties.

There is a Three Part process to register to use the eRETR system:
Each person requiring a WAMS ID will have to complete the Wisconsin ID Two Part process described here.
1.   Self – Registration
2.   Activate Account

Third Part - One person from each office will be designated to contact the Department of Revenue as described in Part Three – Register with the Department of Revenue.

Part One - Wisconsin Government Home Page Self-Registration

Go to https://on.wisconsin.gov

Link to Wisconsin User ID

Part One – Self Registration
Read User Acceptance Agreement

Logout   Help   FAQ

Wisconsin User ID

You must read the State of Wisconsin Web Access Management System User Acceptance Agreement and click Accept in order to proceed with the self-registration process. The User Acceptance Agreement contains important information regarding privacy policies, public disclosure and use of cookies. If you click Decline, you will be redirected to the Wisconsin.gov Web site.

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the User Acceptance Agreement. Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

Self-Registration (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.
Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

Part One – Self Registration
Accept User Acceptance Agreement

After reading disclosures,

Click the "Accept"

Button.

Part One – Self Registration Form

Simply fill out the Self-Registration form and click Submit. You must have a valid, unique and accessible e-mail address in order to create your user account. In addition, please note the restrictions on User IDs and Passwords. If you are having difficulty composing a Secret Question and Answer for use in account recovery, click the Guildlines link.

After clicking Submit, you will be asked to verify your e-mail address. If it is correct, click OK, to continue. If it is incorrect, click Cancel, to return to self-registration and correct your e-mail address.

If needed, you can change or add any information after you are registered under "Profile Management."

Note this is a shorten version and does not show all fields.

Click on "Submit" button ⟶

Self-Registration
* Indicates Required Field

Profile Information

First Name	_____ *
Middle Initial	___
Last Name	_____ *
Suffix	[▼] e.g., JR, SR, I, II, III
E-Mail	_____ * e.g., username@host.domain
Phone #	[___] [___] [_____]

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street	_____
Unit Number	_____
City	_____
State	Select a State ▼
Zip Code	[_____] [____]

Home Mailing Address

☐ Mailing Address is the same as Residence Address.

Address(1)	_____
Address(2)	_____
City	_____
State	Select a State ▼
Zip Code	[_____] [____]

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID	_____ *
Password	_____ *
Re-enter Password	_____ *

Account Recovery

Compose a question and answer for account recovery purposes. Click here for Guidelines.

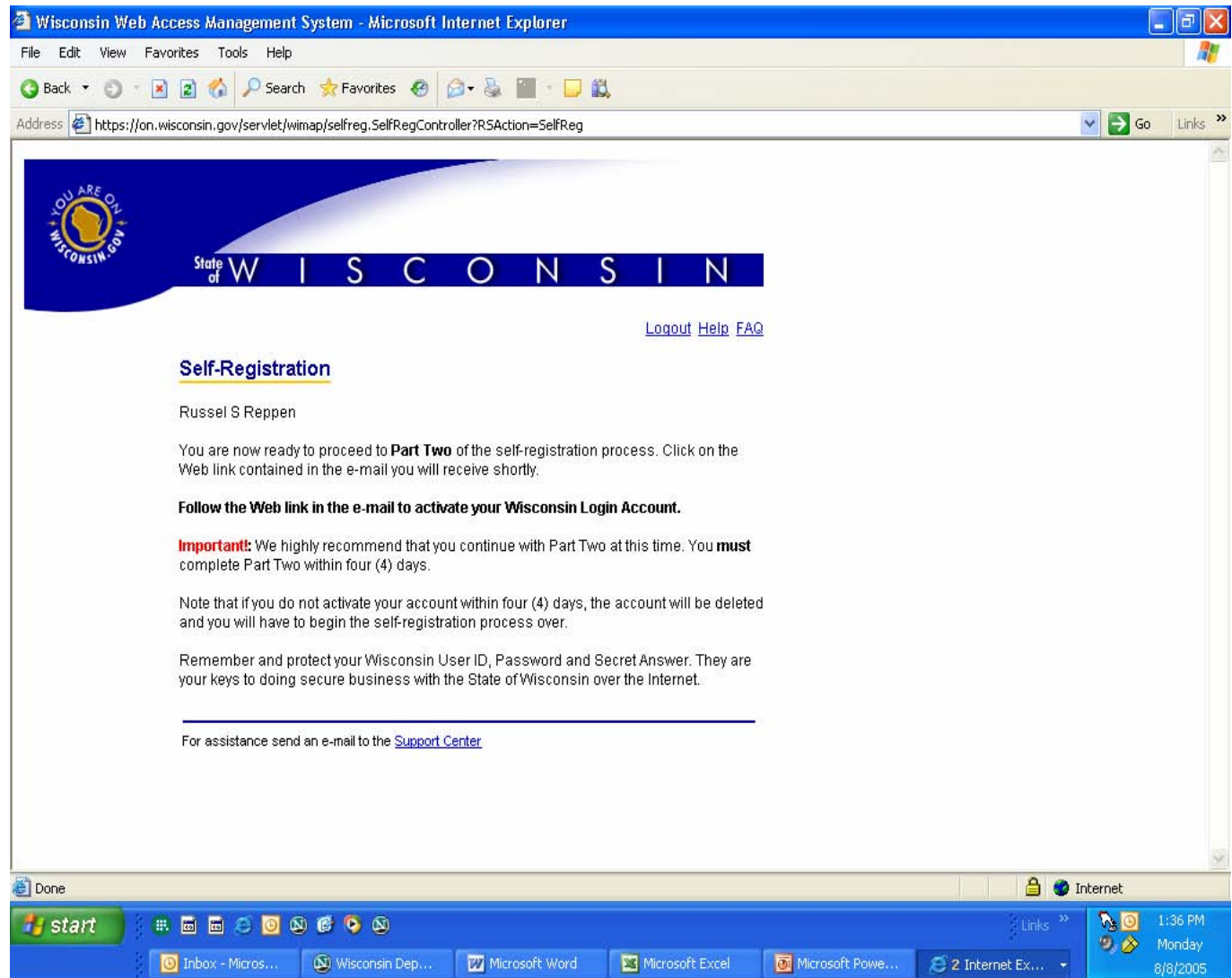|	
Secret Question	_____ *
Answer to Secret Question	_____ *

[Submit]

For assistance send an e-mail to the SupportCenter

Part Two, Activate Account

Open e-mail as instructed and continue with Part Two. Note this step must be done within four days.

Part Two - Activate Account
E-Mail Instructions

From:	WAMS@wisconsin.gov
To:	your e-mail address
Date:	8 Aug 2005 13:35:27 -0500 (CDT)
Subject:	State of Wisconsin Self-Registration.

Your Name

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.
http://on.wisconsin.gov/DEGWIMPAA?RSAction=AA&AAID=zMMuMJMJGiiuzQGQ

Click on link.

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

Note, you only have 5 minutes to activate once you open the link.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is

8

Part Two - Activate Account
Login

State of **W I S C O N S I N**

Account Activation - Final Step

Please log In

Enter User ID and password you entered on the Self-Registration form.

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID

Password

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties

Login ⟶ Login

Forgot your password? Is your account locked? click here

Request a Wisconsin User ID and Password.

Part Two - Activate Account
WAMS ID Created

WAMS ID is now created.

Part Three – Register with the Department of Revenue

Part Three – Register with the Department of Revenue

Complete the following Profile Information spreadsheet for the contact person and for each user:
- County, Assessor Firm or Business Name or State Agency
- Contact Person
- First and last name
- WAMS Id obtained as previously described in Parts One and Two
- E-mail address.
- Telephone number (include area code and any extension).
- Role authorized to perform: County office (ROD, Treasurer, Tax Lister), Assessor or DOR (Equalization or Manufacturing)

Mail to: Russel Reppen; Wisc. Dept.

E-mail the DOR Administrator, rreppen@dor.state.wi.us

DOR Administrator will contact you with approval and a web link for access to the eRETR for the role each person is authorized to use.

Each office or firm will designate one person to be the contact person to approve and submit all information for profiles to be added, edited or deleted to the Department of Revenue administrator of the eRETR system.

The office contact person is attesting that the names he/she is submitting are valid users of the systems and are authorized to perform the functions of the roles identified in the profile and are familiar with s. 77.265, Stats. being submitted to the administrator.

77.265 Confidentiality. The returns filed under this subchapter are privileged information except as follows:

(1) The department of revenue shall distribute information from the returns, and a copy of each return, to local assessors.

(2) The local assessor shall permit the inspection of all returns filed under this subchapter for property within any local unit of

government for which property taxes are levied by the chief elected official, or a person designated by the official, of that unit

upon the adoption of a resolution by the governing body of the unit directing the official to inspect the returns for the purpose of

reviewing the basis upon which equalized values were established by the department of revenue under s. 70.57, and the official or designee shall maintain the confidentiality of the returns.

(3) The returns may be used in any proceeding involving the requisite amount of the fee.

(4) The department of workforce development may use the returns under s. 106.50.

(5) The department of revenue, county real property listers under s. 70.09 and local assessors and their employees and agents may use the returns.

(6) Governmental agencies acquiring real property for public purposes may use the returns.

(7) In a condemnation proceeding or in an appeal of an assessment of real property, the property owners and the owners' agents may inspect the returns.

(8) A county may use the returns to develop a tract index if the county does not reveal the social security numbers of any buyers or sellers.

(9) The department of revenue may sell information obtained from the returns about street addresses, sale prices, the dates of

sales and the types of conveyancing instruments.

Part Three – Register with the Department of Revenue

WAMS Dept. of Revenue Registration Profile Information

County, Assessor Business or State Agency Name: _____

Name of contact person listed below: _____

NAME	WAMS User ID	E-mail	Telephone No.	Role

Name = First and last

Role = Office such as ROD, Treasurer, Tax Lister, Equalization, Manufacturing or Assessor

Mail to: Russel Reppen; Wisc. Dept. of Revenue; PO Box 8971; MS-6-97; Madison, WI 53708-8971 or FAX to (608) 264-6887

Fill out above in an EXCEL spreadsheet, save and attach to an E-mail with subject line rreppen@dor.state.wi.us